

# EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit

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Employee Name:		Title, Series, Grade:	44-0386
Tara Martich		Ecologist, 0408, 13	
Performance Period:		Organizational Location:	
12/28/2014 - 09/30/2015		no data	I TO A STATE OF THE STATE OF TH
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Performance Period:		Organizational Location:	
12/28/2014 - 09/30/2015		no data	
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Supervisor's S	ignature and Date	Employee's Sig	7

Employee C
Is Attached

Higher Level Supervisor's Signature and Date



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Tara Martich	Ecologist, 0408, 13	The second second
Performance Period:	Organizational Location:	
12/28/2014 - 09/30/2015	no data	

#### PRIVACY ACT STATEMENT

The maintenance of this information is governed by Privacy Act system of records OPM/GOVT-2. The authority for the maintenance of this system is 5 U.S.C. 1104, 3321, 4305, and 5405, and Executive Order 12107. This information is required. Not providing this information may hinder the Agency's ability to process personnel actions concerning you. This information is used to define the critical elements, performance standards, and performance measures directly related to your job. It will be used to document your mid-year review, any other reviews, and your end of year rating. The information may also be used in connection with selection for and publication of cash and honor awards; other personnel actions based on performance such as training and development decisions; the hiring or retention of an individual or the issuance of other benefits; relevant judicial or administrative proceedings; law enforcement purposes; personnel research or survey purposes; and negotiated grievance procedures. Disclosure may also be made to the MSPB, the EEOC, and other Federal agencies for purposes authorized by law; to a Congressional office at your request; and to officials of labor organizations when relevant and necessary to their duties as exclusive representatives of Federal employees. This is a summary of the routine uses for these records. For a full description of this system notice, including routine uses, see 65 FR 24737 (Apr. 27, 2000).

Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee Performance File in the Servicing Human Resources Office.



# EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit

# **Definitions of Summary Rating Levels**

#### Outstanding

\*Consistently proposes new, creative approaches and practical ideas that are accepted by fellow workers and incorporated into day-to-day work operations to improve efficiency and effectiveness of the work.

\*Coworkers are motivated and energized by employee's actions and the employee is often sought for advice concerning complex, controversial, and difficult issues prior to implementation.

\*Employee is consistently proactive, demonstrates initiative, and uses exceptional judgment.

\*Understands the political realities of situations, keeps supervisor and/or Team Leader informed of issues and problems and uses discretion in keeping sensitive matters confidential.

\*Employee most often resolves problems independently and effectively eliminates problems from happening without supervisory intervention or assistance.

\*Employee makes significant contributions to the mission and priorities of the unit, office, region and constituencies on a regular basis.

#### **Exceeds Expectations**

This level signifies that the results achieved are clearly beyond what could be reasonably expected for Fully Successful performance.

#### **Fully Successful**

This level signifies the employee's performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.

#### **Minimally Satisfactory**

This level signifies that there is a performance-related problem(s) although the performance has not reached "Unacceptable" in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume and/or quality within established timeframes; or exhibits limited sense of personal responsibility and accountability in work assignments; or experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to "Fully Successful."

### Unacceptable

This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employee's position. When performance is rated at this level, a Performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to "Fully Successful."

#### **Determining Summary Performance Ratings**

Apply the following process to determine the summary performance rating level for the year:

#### Outstanding

For a summary performance rating of Outstanding, the one half or more of the Critical Elements are rated Outstanding and none of the Critical Elements are rated lower than Exceeds Expectations.

#### **Exceeds Expectations**

For a summary performance rating of Exceeds Expectations, the one half or more of the Critical Elements are rated Exceeds Expectations and none of the Critical Elements are rated lower than Fully Successful.

### Fully Successful

For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, and none of the Critical Elements are rated lower than Fully Successful.

#### **Minimally Satisfactory**

For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory and none of the Critical Elements are rated Unacceptable.

#### Unacceptable

For a summary rating of Unacceptable, one or more Critical Elements are rated Unacceptable.



# EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package Agency Benchmark Standards

Instructions for Applying Standards: Ratings at all levels must be evaluated in the context of the grade level and job duties of the individual employee to the extent they apply to the critical element.

#### Outstanding

Delivers products or services that, to an extraordinary degree, support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of exceptional quality and provide exemplary models, skill, and knowledge of subject area. Products are consistently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts with exceptional quickness and ease to changing priorities, consistently taking the lead. Products or services demonstrate exceptional research and analysis. Exhibits exceptional skills in independently planning, organizing, and prioritizing multiple assignments. Consistently develops and offers suggestions for organizational and work process improvements that substantially increase results, efficiency, or effectiveness. Communicates verbally and in writing with exceptional clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are always well received and easily understood by a range of individuals and groups and significantly promote the Agency's programs and mission. Provides exceptional leadership in promoting teamwork and collaboration across organizations. *Measures and metrics may be included*.

#### **Exceeds Expectations**

Delivers products or services that, to a degree beyond what can reasonably be expected, support the Agency's strategic plan,programs, policies, organizational annual performance plans, or budget priorities. Products or services are of superior quality and provide excellent models for addressing the most difficult and complex work challenges and demonstrate high levels of creativity, skill, and knowledge of subject area. Products or services are frequently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts quickly to changing priorities often taking the lead. Products or services demonstrate high quality research and analysis. Exhibits excellent skills in independently planning, organizing, and prioritizing multiple assignments. Frequently develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Communicates verbally and in writing with excellent clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are consistently well received and easily understood by a range of individuals and groups, significantly promoting the Agency's programs and mission. Provides high quality leadership in promoting teamwork and collaboration across organizations. *Measures and metrics may be included*.

# Fully Successful

Delivers products or services that support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of a good quality and provide good models for addressing work challenges and require high levels of creativity, skill, and knowledge of subject area. Products are produced within the expected timeframes and reliably comply with applicable statutes, regulations, and established

policies and procedures. Adjusts to changing priorities. Products or services demonstrate thorough research and analysis. Exhibits effective skills in independently planning, organizing, and prioritizing multiple assignments. Develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Effectively communicates verbally and in writing. Written materials are well received and easily understood by a range of individuals and groups promoting the Agency's programs and mission. Promotes teamwork and collaboration across organizations. *Measures and metrics may be included.* 

#### Minimally Satisfactory

Delivers products or services that marginally support the Agency's strategic plan, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate occasional deficiencies in creativity, skill, and knowledge of subject area. Products or services are occasionally produced in an untimely manner or do not comply with applicable statutes, regulations, and established policies and procedures. Has some difficulty adjusting to changing priorities. Products or services sometimes lack adequate research and analysis. Occasionally demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Infrequently offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications lack clarity. Written materials are generally not well received or understood by a range of individuals and groups. Infrequently promotes teamwork and collaboration across organizations.

Measures and metrics may be included.

#### Unacceptable

Often delivers products or services that do not support Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate frequent deficiencies in creativity, skill, and knowledge of subject area. Products are not produced in a timely manner and do not comply with applicable statutes, regulations, and established policies and procedures. Often has difficulty adjusting to changing priorities. Products or services often lack adequate research and analysis. Often demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Rarely offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications often lack clarity. Written materials are frequently not well received or understood by a range of individuals and groups. Does not promote teamwork and collaboration across organizations. *Measures and metrics may be included.* 

#### EPA Performance Plan for Tara Martich, no data,

#### Critical Job Element 1:

Conducts timely and appropriate enforcement actions.

#### Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

lan increase in complying actions taken during inspections;

an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; an increase in the percent of enforcement actions requiring improvement of environmental management practices.

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

#### Measures and Metrics:

Analyze and prepares supporting documentation to clearly identify alleged violations, associated elements of proof and supporting evidence. Technical and regulatory evaluations and documentation are factually correct, comport to Agency policies and guidance and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Recommends appropriate formal enforcement follow-up in accordance with Agency policies and guidelines. Develops enforcement cases as assigned. Serves as the technical/regulatory member of the case team. Follows regional

procedures for preparing and routing enforcement documents and packages (e.g., NOVs, complaints, referrals, compliance orders), for concurrence, signature and mailing. Prepares and implements communication plan (to ensure appropriate internal and external communication (e.g., OECA Weekly Report), including coordination of news releases with press office. Responsible for preparing all technical and program support documents sufficient to support the recommended course of action. Develops or obtains engineering, scientific or regulatory analysis to evaluate nature and extent of non-compliance. Applies Agency policies to identify appropriate gravity and economic benefit elements for penalty assessments and adjustments and appropriateness and credit for Supplemental Environmental Projects. Ensures coordination with all affected offices or organizations (e.g., ORC, CID, and DOJ). Reporting of activities to regional or national data or tracking systems is accurate, complete and timely and that the reporting for national or regional data bases and tracking (e.g., Case Conclusion Data Sheets) is completed in a timely fashion with complete information, per Regional guidance and standard operating procedures.

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

	. Works effectively with peers and superior	S.
Supervisor's Notes:	•	
		tstanding, Minimally Satisfactory, or Unsatisfactory.
Rating:  Outstanding	Exceeds Expectations  Fully Successful	☐ Minimally Satisfactory ☐ Unsatisfactory

#### EPA Performance Plan for Tara Martich, no data

Critical Job Element 2:

Conducts non-inspection and inspection compliance monitoring.

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

an increase in complying actions taken during inspections;

-an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
-an increase in the percent of enforcement actions requiring improvement of environmental management practices.

Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

Measures and Metrics:

Non-inspection Compliance Monitoring:

Reviews and evaluates records, notifications, documents, respondent submittals, national or regional databases (QNCR, Watch List, Match List), self-disclosure notices and other information to determine compliance with regulations, permits, orders or decrees. Determines if the technical or regulatory compliance requirements are met or if additional environmental or process controls/actions are necessary. Reviews and coordinates work as appropriate with ORC/CID. Recommends or conducts appropriate compliance follow-up (warning letter, requests for information). Prepares post-evaluation correspondence (warning letters, post-inspection letters, requests for information, notices of violation). Follows-up and monitors respondents return to compliance. Compliance evaluation and assessment documents are factually correct and reflect sufficient analysis and regulatory interpretation to support effective decision-making.

Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Tracks compliance with terms of enforcement settlements or decrees; initiates appropriate follow-up action for any noncompliance with the terms of settlement. (See employee's individual work plan.)

#### Conducting Inspections:

Time and resources are efficiently used to plan and conduct quality inspections. Quality inspections are the result of appropriate research, careful inter-office communications and planning. Coordination with programs, other inspectors, and other appropriate organizations are completed in a timely fashion. Inspections are conducted in a thorough, professional manner. Site conditions and compliance status are properly documented in accordance with methods outlined in Regional guidance and standard operating procedures. Detailed information, documentation and samples are collected to support findings. Compliance assistance and pollution prevention referrals and reference materials are provided on site when available and appropriate. Completed Inspection Reports are timely, clear, concise and adequately document the information from the inspections; meet the Regional guidance and standard operating procedures and are able to support appropriate enforcement actions. Inspection Conclusion Data Sheets and are completed in a timely fashion with complete information per Regional guidance and standard operating procedures.

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

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Supervisor's Notes:	•		
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* Written highlights a	re required to support an element rating of Out	tstanding, Minimally Satisfactory, or Unsatisfactory.	
Rating:		10 - S-13	
Rating:  Outstanding	Exceeds Expectations  Fully Successful	☐ Minimally Satisfactory ☐ Unsatisfactory	

#### EPA Performance Plan for Tara Martich, no data

#### Critical Job Element 3:

Promotes cooperation, teamwork and effectiveness of the unit, office and agency through personal accountability and eadership.

#### Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

an increase in complying actions taken during inspections;

an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; an increase in the percent of enforcement actions requiring improvement of environmental management practices

#### Assumptions:

Employee Performance Must be Evaluated against the Agency Benchmark Standards.

#### Measures and Metrics:

Displays leadership in accomplishing organizational goals consistent with Region 10's Vision and Mission. Employee takes personal accountability for their actions in promoting cooperative, professional working relationships and a positive work environment. Employee works collaboratively with others to achieve common goals or solve problems.

Oral and written communications are clear and concise. Employee participates in giving and receiving constructive

feedback. Employee raises difficult issues constructively. Employee actively participates in unit and office meetings and retreats. Manages, resolves and uses conflict resolution skills to improve effectiveness of meetings/decision making process and in the work place as a whole. Employee is receptive and participates in continual improvement for the work process and, where appropriate, the personal and professional growth of self and others. Employee keeps manager and co-workers informed of priority ssues including status of current and future work assignments. Secures formal or informal peer review as appropriate on work products and work decisions. The leadership in these areeas that the employee uses increases the effectiveness and efficiency of the assigned work and contributes to meeting the goals fo the program and office. Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory. Rating: Outstanding ☐ Exceeds Expectations ☐ Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory EPA Performance Plan for Tara Martich, no data Strategic Plan elements supported by this CJE: Assumptions: Employee Performance Must be Evaluated against the Agency Benchmark Standards. Measures and Metrics: Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory. Rating: Outstanding Exceeds Expectations Fully Successful ☐ Minimally Satisfactory ☐ Unsatisfactory EPA Performance Plan for Tara Martich, no data Strategic Plan elements supported by this CJE: Assumptions: Employee Performance Must be Evaluated against the Agency Benchmark Standards. Measures and Metrics: Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory. Rating: Outstanding ■ Exceeds Expectations ■ Fully Successful Minimally Satisfactory Unsatisfactory

# EPA Performance Appraisal and Recognition System (PARS) 12/28/14 - 9/30/15

Employee:

Tara Martich

Supervisor:

Jeff KenKnight

**Summary Rating:** 

**Exceeds Expectations** 

CJE1:

Conducts timely and appropriate enforcement actions

Rating:

**Exceeds Expectations** 

CJE2:

Conducts non-inspection and inspection compliance monitoring

Rating:

**Exceeds Expectations** 

CJE3:

Promotes cooperation, teamwork, and effectiveness of the unit/office/agency through

personal accountability and leadership

Rating:

Outstanding

### Narrative/outcomes, outputs, supervisor notes:

Tara is recognized for her outstanding cooperation, teamwork and effectiveness in the office. Tara is an excellent role model for others in the office for how she goes about her work. Tara is very collaborative with her colleagues, always looking for opportunities to make a positive change on a project or any in-office interaction. Tara is eager to speak up and never shy about articulating what is on her mind in a concise, constructive way. Tara is quick to spot issues that my impact her projects but also quickly presents options to overcome these obstacles. Thanks Tara for all your contributions to the organization.



# **EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit**

Employee Name: Tara Martich

Place based -ADO

Title, Series, Grade:

Performance Period:

10/01/2008 - 09/30/2009

Organizational Location:

ne data

OCE, NCU

#### PRIVACY ACT STATEMENT

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# EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit

Employee Name:	AFGE B	argaining Unit		
Employee Name:	COLUMN TO SERVE	Title, Series, Grade:		
Tara Martich		, 0408, GS-13		
Performance Period:		Organizational Location:		
10/01/2008 - 09/30/2009		no data		
My supervisor and I have disperiod.		that I will be rated against during	and the same of th	
Employee's Signature	and Date	Supervisors	Signature and Date 10/9/08	
Individual being rated is a: Emp	ployee			
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SECTION 2. PROGRES				
	Mid Year Review (Required)	PARS Changes during Performance Cycle**	"Other" Review (Optional)	
Supervisor's Initials and Date				
My supervisor and I have discuss	ed my performance for this period in	relation to my performance standards	and measures.	
Employee's Initials and Date				
SECTION 3. END OF YEA	R RATING			
	Rating Levels*  ns and additional guidance	Learning at My supervisor and I have disc for the year and an Individual   I is attached		
		ne calendar year in relation to m informed me of my rating of rec		
Supervisor's S	Signature and Date	Employee's S	Signature and Date	
Higher Level Supervisor's S	Signature and Date		ree Comments  Is Not Attached	

10 31 a.m. 10-09-2008

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OPTIONAL FORM 99 (7-90)

FAX TRANSMITT	AL # of pages > /
" Kim bale.	Francis
DeptiAgency	Phone #
Fax #	Fac #
NSN 7540-01-317-7368 5099-101	GENERAL SERVICES ADMINISTRATION

(2)	Performance	aise) and Recognition System Coversheet Pargaining Unit	stem
Employee Name:		Title, Series, Grade:	
Tara Martich	1	, 0408, GS-13	
Performance Period:		Organizational Location	on:
10/01/2008 - 09/30/2009		no data	
Employee's Signature	iscussed the critical elements	ND SETTING STANDARDS that I will be rated against duri	rig the course of this rating
Individual being rated is a: Em	The state of the s		0 0
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Employee's Initials and Date			100
SECTION 3. END OF YEA	RRATING	**	
	Rating Levals* ns and additional guidance	My supervisor and I have disc for the year and an Individual is attached	nd Development ussed my training needs Development Plan (IDP).  iii is not attached
My supervisor and I have dis performance standards and	icussed my performance for th measures. My supervisor has	e calendar year in relation to my informed me of my rating of rec	y cord.
	Bignature and Date	100	ignature and Date
Higher Level Supervisor's S	ignature and Date	Employe	e Comments

**EPA** 

09:46:42 a.m. 11-13-2006

3/11

EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bergeining Unit			
Employee Name: Tara Martich	Title, Series, Grade: Ecologist, 0408, GS-13		
Performance Period: 10/01/2008 - 09/30/2009	Organizational Location NPDES Compliance Unit		
SECTION 1. DETERMINING CRITICAL ELEMENTS My supervisor and I have discussed the critical elementeriod. Employee's Signature and Date Yara a Marticle 11/13	nts that I will be rated against duri	,	
Individual being rated is a: Employee	3	0	
also describes seven Cross-Goal Strategies. If you link a Clapacifically define the linkage. If your duties include the per (including administrative, financial or legal support functions appropriate to link each CE to a Strategy, rather than to an efunctions not captured by the seven Cross-Goal Strategies, enabling and support function that supports the outcomes of indicate which Strategic Plan Goal(s) la/are linked SECTION 2. PROGRESS REVIEW(S)	formance of cross-Agency or cross-ris, or information management) then it servironmental Goal. For management use the alternative linkage statement all five of the Agency's strategic goal.	media work t may be more ont and support of: <i>This work is an</i>	
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Supervisor's Initials Aw 4/20/0			
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Employee's Initials and Date			
SECTION 3. END OF YEAR RATING	30 A 28 A 2		
Summary Rating Levels*  *See next page for definitions and additional guidance	My supervisor and I have disc	Development Plan (fDP).	
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Supervisor's Signature and Date	Employee's S	Signature and Date	
Higher Level Supervisor's Signature and Date	Employe : is Attached	se Comments Is Not Attached	

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Performance Period			
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Dept./Agency	0	Phone #	1-271-6	
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<b>(2)</b>	Performan	oralsal and Recognition System  ce Plan Coversheet  Bergeining Unit	item
Employee Name:		Title, Series, Grade;	1
Tara Martich	No. of the second	Ecologist, 0408, GS-13	
Performance Period:		Organizational Locatio	n:
10/01/2008 - 09/30/2009	127 A	NPDES Compliance Unit	
My supervisor and I have di period.	scussed the critical element	AND SETTING STANDARDS is that I will be rated against durin	ng the course of this rating
Employee's Signature	and Date	Supervisor's	Signature and Date
individual being rated is a: Emp	ployee	N. C.	P. B.
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Supervisor's initials and Date			
	ad my performance for this period in	in relation to my performance standards	and measures.
Employee's Initials and Date			
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Higher Level Supervisor's Si	ignature and Date		e Comments N/A  Is Not Attached

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	AFGE	Bargaining Unit	
MAL PROTECT			
Employee Name:		Title, Series, Grade:	
Tara Martich	- W	Ecologist, 0408, GS-13	
Performance Period:		Organizational Location:	
10/01/2008 - 09/30/2009	8	NPDES Compliance Unit	
		AND SETTING STANDARDS	
My supervisor and I have d period.	iscussed the critical element	s that I will be rated against duri	ng the course of this rating
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SECTION 2. PROGRES	Mid Year Review	PARS Changes during	"Other" Review (Optional)
	(Required)	Performance Cycle**	Other Review (Optional)
Supervisor's Initials and Date			
My supervisor and I have discuss	sed my performance for this period	in relation to my performance standards	and measures.
Employee's Initials and Date			
SECTION 3. END OF YEA	AR RATING		
Exceeds Expectations	Rating Levels* ons and additional guidance	Learning a My supervisor and I have disc for the year and an Individual	nd Development cussed my training needs Development Plan (IDP).  is not attached

**Employee's Signature and Date** 

Employee Comments

Is Attached Is Not Attached

My supervisor and I have discussed my performance for the calendar year in relation to my performance standards and measures. My supervisor has informed me of my rating of record.

Supervisor's Signature and Date
Simberly (1 Cale 11/6/09

Higher Level Supervisor's Signature and Date



# EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit

-1.10	
Employee Name:	Title, Series, Grade:
Tara Martich	Ecologist, 0408, GS-13
Performance Period:	Organizational Location:
10/01/2008 - 09/30/2009	NPDES Compliance Unit

#### PRIVACY ACT STATEMENT

The maintenance of this information is governed by Privacy Act system of records OPM/GOVT-2. The authority for the maintenance of this system is 5 U.S.C. 1104, 3321, 4305, and 5405, and Executive Order 12107. This information is required. Not providing this information may hinder the Agency's ability to process personnel actions concerning you. This information is used to define the critical elements, performance standards, and performance measures directly related to your job. It will be used to document your mid-year review, any other reviews, and your end of vear rating. The information may also be used in connection with selection for and publication of cash and honor awards; other personnel actions based on performance such as training and development decisions; the hiring or retention of an individual or the issuance of other benefits; relevant judicial or administrative proceedings; law enforcement purposes; personnel research or survey purposes; and negotiated grievance procedures. Disclosure may also be made to the MSPB, the EEOC, and other Federal agencies for purposes authorized by law; to a Congressional office at your request; and to officials of labor organizations when relevant and necessary to their duties as exclusive representatives of Federal employees. This is a summary of the routine uses for these records. For a full description of this system notice, including routine uses, see 65 FR 24737 (Apr. 27, 2000).

Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee Performance File in the Servicing Human Resources Office.



# EPA Performance Appraisal and Recognition System Performance Plan Coversheet AFGE Bargaining Unit

# **Definitions of Summary Rating Levels**

#### Outstanding

\*Consistently proposes new, creative approaches and practical ideas that are accepted by fellow workers and incorporated into day-to-day work operations to improve efficiency and effectiveness of the work.

\*Coworkers are motivated and energized by employee's actions and the employee is often sought for advice concerning complex, controversial, and difficult issues prior to implementation.

\*Employee is consistently proactive, demonstrates initiative, and uses exceptional judgment.

\*Understands the political realities of situations, keeps supervisor and/or Team Leader informed of issues and problems and uses discretion in keeping sensitive matters confidential.

\*Employee most often resolves problems independently and effectively eliminates problems from happening without supervisory intervention or assistance.

\*Employee makes significant contributions to the mission and priorities of the unit, office, region and constituencies on a regular basis.

#### **Exceeds Expectations**

This level signifies that the results achieved are clearly beyond what could be reasonably expected for Fully Successful performance.

#### **Fully Successful**

This level signifies the employee's performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.

#### Minimally Satisfactory

This level signifies that there is a performance-related problem(s) although the performance has not reached "Unacceptable" in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume and/or quality within established timeframes; or exhibits limited sense of personal responsibility and accountability in work assignments; or experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to "Fully Successful."

#### Unacceptable

This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employee's position. When performance is rated at this level, a Performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to "Fully Successful."

#### **Determining Summary Performance Ratings**

Apply the following process to determine the summary performance rating level for the year:

# Outstanding

For a summary performance rating of Outstanding, the one half or more of the Critical Elements are rated Outstanding and none of the Critical Elements are rated lower than Exceeds Expectations.

### **Exceeds Expectations**

For a summary performance rating of Exceeds Expectations, the one half or more of the Critical Elements are rated Exceeds Expectations and none of the Critical Elements are rated lower than Fully Successful.

#### **Fully Successful**

For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, and none of the Critical Elements are rated lower than Fully Successful.

#### **Minimally Satisfactory**

For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory and none of the Critical Elements are rated Unacceptable.

#### Unacceptable

For a summary rating of Unacceptable, one or more Critical Elements are rated Unacceptable.



# EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package Agency Benchmark Standards

Instructions for Applying Standards: Ratings at all levels must be evaluated in the context of the grade level and job duties of the individual employee to the extent they apply to the critical element.

#### Outstanding

Delivers products or services that, to an extraordinary degree, support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of exceptional quality and provide exemplary models, skill, and knowledge of subject area. Products are consistently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts with exceptional quickness and ease to changing priorities, consistently taking the lead. Products or services demonstrate exceptional research and analysis. Exhibits exceptional skills in independently planning, organizing, and prioritizing multiple assignments. Consistently develops and offers suggestions for organizational and work process improvements that substantially increase results, efficiency, or effectiveness. Communicates verbally and in writing with exceptional clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are always well received and easily understood by a range of individuals and groups and significantly promote the Agency's programs and mission. Provides exceptional leadership in promoting teamwork and collaboration across organizations. *Measures and metrics may be included*.

#### **Exceeds Expectations**

Delivers products or services that, to a degree beyond what can reasonably be expected, support the Agency's strategic plan,programs, policies, organizational annual performance plans, or budget priorities. Products or services are of superior quality and provide excellent models for addressing the most difficult and complex work challenges and demonstrate high levels of creativity, skill, and knowledge of subject area. Products or services are frequently produced ahead of the expected timeframes and reliably comply with applicable statutes, regulations, and established policies and procedures. Adjusts quickly to changing priorities often taking the lead. Products or services demonstrate high quality research and analysis. Exhibits excellent skills in independently planning, organizing, and prioritizing multiple assignments. Frequently develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Communicates verbally and in writing with excellent clarity and effectiveness, often on topics or issues that are emerging and without precedent. Written materials are consistently well received and easily understood by a range of individuals and groups, significantly promoting the Agency's programs and mission. Provides high quality leadership in promoting teamwork and collaboration across organizations. *Measures and metrics may be included.* 

#### Fully Successful

Delivers products or services that support the Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services are of a good quality and provide good models for addressing work challenges and require high levels of creativity, skill, and knowledge of subject area. Products are produced within the expected timeframes and reliably comply with applicable statutes, regulations, and established

policies and procedures. Adjusts to changing priorities. Products or services demonstrate thorough research and analysis. Exhibits effective skills in independently planning, organizing, and prioritizing multiple assignments. Develops and offers suggestions for organizational and work process improvements that increase results, efficiency, or effectiveness. Effectively communicates verbally and in writing. Written materials are well received and easily understood by a range of individuals and groups promoting the Agency's programs and mission. Promotes teamwork and collaboration across organizations. *Measures and metrics may be included.* 

## **Minimally Satisfactory**

Delivers products or services that marginally support the Agency's strategic plan, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate occasional deficiencies in creativity, skill, and knowledge of subject area. Products or services are occasionally produced in an untimely manner or do not comply with applicable statutes, regulations, and established policies and procedures. Has some difficulty adjusting to changing priorities. Products or services sometimes lack adequate research and analysis. Occasionally demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Infrequently offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications lack clarity. Written materials are generally not well received or understood by a range of individuals and groups. Infrequently promotes teamwork and collaboration across organizations.

Measures and metrics may be included.

#### Unacceptable

Often delivers products or services that do not support Agency's strategic plan, programs, policies, organizational annual performance plans, or budget priorities. Products or services demonstrate frequent deficiencies in creativity, skill, and knowledge of subject area. Products are not produced in a timely manner and do not comply with applicable statutes, regulations, and established policies and procedures. Often has difficulty adjusting to changing priorities. Products or services often lack adequate research and analysis. Often demonstrates difficulty with independently planning, organizing, and prioritizing multiple assignments. Rarely offers suggestions for organizational and work process improvements that increase results, efficiency or effectiveness. Verbal and written communications often lack clarity. Written materials are frequently not well received or understood by a range of individuals and groups. Does not promote teamwork and collaboration across organizations. *Measures and metrics may be included.* 

### EPA Performance Plan for Tara Martich, no data,

#### Critical Job Element 1:

Conducts timely and appropriate enforcement actions.

#### Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

an increase in complying actions taken during inspections;

-an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
-an increase in the percent of enforcement actions requiring improvement of environmental management practices.
and NPDES Compliance Unit Plan 2004-2007

#### Assumptions:

Also see employee's individual work plan for 2006.

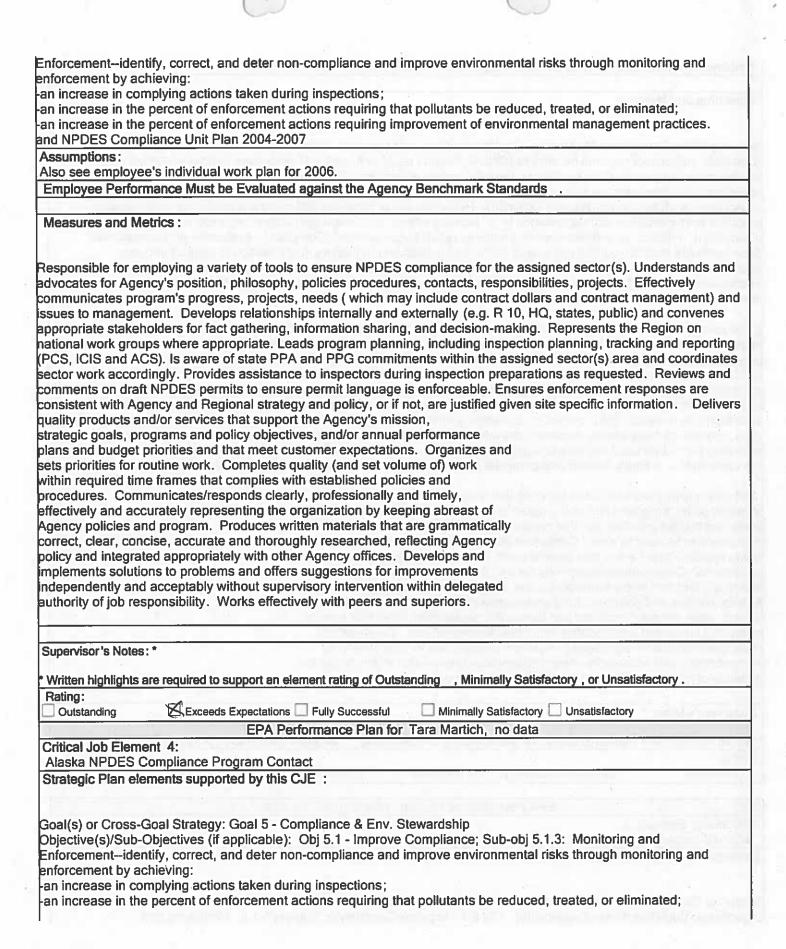
Employee Performance Must be Evaluated against the Agency Benchmark Standards

#### Measures and Metrics:

Conducts analysis and prepares supporting documentation to clearly identify alleged violations, associated elements of proof and supporting evidence. Technical and regulatory evaluations and documentation are factually correct, comport to Agency policies and guidance and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Recommends appropriate formal enforcement follow-up in accordance with Agency policies and buidelines. Develops enforcement cases as assigned. Serves as the technical/regulatory member of the case team. Follows regional procedures for preparing and routing enforcement documents and packages (e.g., NOVs, complaints, referrals, compliance orders), for concurrence, signature and mailing. Prepares and implements communication plan (to ensure appropriate internal and external communication (i.e., OECA Weekly Report), including coordination of news releases with press office. Responsible for preparing all technical and program support documents sufficient to support the recommended course of action. Develops or obtains engineering, scientific or regulatory analysis to evaluate nature and extent of non-compliance. Applies Agency policies to identify appropriate gravity an economic benefit elements for penalty assessments and adjustments and appropriateness and credit for Supplemental Environmental Projects. Ensures coordination with all affected offices are organizations (e.g., ORC, CID, and DOJ). Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Reporting for national or regional data bases and tracking (e.g., Case Conclusion Data Sheets) is completed in a timely fashion with complete information, per Regional guidance and standard operating procedures. Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance blans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors. Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory . Rating: Exceeds Expectations Fully Successful Minimally Satisfactory Unsatisfactory Outstanding EPA Performance Plan for Tara Martich, no data Critical Job Element 2: Conducts non-inspection compliance monitoring and conducts inspections Strategic Plan elements supported by this CJE: Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving: an increase in complying actions taken during inspections; an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; an increase in the percent of enforcement actions requiring improvement of environmental management practices. and NPDES Compliance Unit Plan 2004-2007 Assumptions:

Also see employee's individual work plan for 2006

Measures and Metrics :	
Non-inspection Compliance Monitoring: Reviews and evaluates records, notifications, documents, respondent submittals, national or regional databases (QNCR, Watch List, Match List), self-disclosure notices and other inforto determine compliance with regulations, permits, orders or decrees. Determines if the technical or regulatory compliance requirements are met or if additional environmental or process controls/actions are necessary. Review coordinates work as appropriate with ORC/CID. Recommends or conducts appropriate compliance follow-up and prepares post-evaluation correspondence (e.g., warning letters, post-inspection letters, requests for information, of violation). Follows-up and monitors respondents return to compliance. Compliance evaluation and assessment documents are factually correct and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Reporting of activities to regional or national data or tracking systems is accurate, complete and Tracks compliance with terms of enforcement settlements or decrees; initiates appropriate follow-up action for an noncompliance with the terms of settlement.	ews and d notices nt d timely
Conducting Inspections: Time and resources are efficiently used to plan and conduct quality inspections. Quality inspections are the result of appropriate research, careful inter-office communications and planning. Coordination programs, other inspectors, and other appropriate organizations are completed in a timely fashion. Inspections a conducted in a thorough, professional manner. Site conditions and compliance status are properly documented if accordance with methods outlined in Regional guidance and standard operating procedures. Detailed information documentation and samples are collected to support findings. Compliance assistance and pollution prevention reand reference materials are provided on site when available and appropriate. Completed Inspection Reports are clear, concise and adequately document the information from the inspections; meet the Regional guidance and soperating procedures and are able to support appropriate enforcement actions. Inspection Conclusion Data She are completed in a timely fashion with complete information per Regional guidance and standard operating procedures quality products and/or services that support the Agency's mission.	n with ire n n, eferrals timely, tandard ets and
Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and	
sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely,	
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policy and integrated appropriately with other Agency offices. Develops and	
mplements solutions to problems and offers suggestions for improvements	
independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.	
additing of job responsibility. World encouvery with poers and superiors.	
Supervisor's Notes: *	-
* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .	
Rating:	
Outstanding Exceeds Expectations Fully Successful Minimally Satisfactory Unsatisfactory	
EPA Performance Plan for Tara Martich, no data	
Critical Job Element 3:	
Seafood Sector, Oil and Gas Sector Lead Back-up	
Strategic Plan elements supported by this CJE:	



-an increase in the percent of enforcement actions requiring improvement of environmental management practices.  and NPDES Compliance Unit Plan 2004-2007
Assumptions:
Also see employee's individual work plan for 2006.
Employee Performance Must be Evaluated against the Agency Benchmark Standards .
Measures and Metrics :
Serves as the key contact for the NPDES Compliance Program in the State of Alaska. Responds to questions from the general public and the State. Manages compliant response. Represents the Region to a wide range of stakeholders on NPDES Compliance in Alaska.
Participates in PPA/PPG development and status meetings. Understands and advocates for Agency's position, philosophy, policies (i.e. the annual National Program Guidance (NMP), Credentials Policy), procedures, contacts. Assists the State in developing program capabilities. Tracks PPA/PPG commitments and reports out periodically the status of both EPA and State commitments for NPDES Compliance related tasks. Identifies tasks/areas where work share agreements may be developed, as resources allow, to assist the state in meeting the NMP expectations.
Active member on the Alaska NPDES Program Primacy Team. Provides timely review of State documents from a compliance perspective. Ensures effective team participation; secures input and support form management as appropriate. Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.
Supervisor's Notes: *
* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .
Rating:  Outstanding
EPA Performance Plan for Tara Martich, no data
Critical Job Element 5:
Promotes cooperation, teamwork and effectiveness of the unit, office and agency
through personal accountability and leadership
Strategic Plan elements supported by this CJE:
Region 10 Leadership Philosophy
Assumptions:
Employee Performance Must be Evaluated against the Agency Benchmark Standards .
Measures and Metrics: Displays leadership in accomplishing organizational goals consistent with Region 10's Vision and Mission. Employee takes personal accountability for their actions in promoting cooperative, professional working relationships and a positive work environment. Employee works collaboratively with others to achieve common goals or solve problems.

Oral and written communications are clear and concise. Employee participates in giving and receiving constructive feedback. Employee raises difficult issues constructively. Employee actively participates in unit and office meetings and retreats. Manages, resolves and uses conflict resolution skills to improve effectiveness of meetings/decision making process and in the work place as a whole. Employee is receptive and participates in continual improvement for the work process and, where appropriate, the personal and professional growth of self and others. Employee keeps manager and co-workers informed of priority ssues including status of current and future work assignments. Secures formal or informal peer review as appropriate on work products and work decisions. The leadership in these areas that the employee uses increases the effectiveness and efficiency of the assigned work and contributes to meeting the goals of the program and office. Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory . Rating: Outstanding Exceeds Expectations Fully Successful Minimally Satisfactory Unsatisfactory

08



# EPA Performance Appraisal and Recognition System Performance Plan Coversheet

"AL PROTES			
Employee Name: Tara Martich		Title, Series, Grade: 0408 GS-13	
Performance Period:	01/01/2008 - 09/30/2008	Organizational Location: OCE, NPDES Compliance Unit	

#### PRIVACY ACT STATEMENT

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# EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package

## **Definitions of Summary Rating Levels**

#### Outstanding

This level is reserved for the truly exemplary employee who demonstrates the highest degree of achievement in his/her area(s) of work. This employee demonstrates an extraordinary degree of initiative and self-reliance in identifying and resolving problems or requirements of the work situation, and in developing, recommending or executing innovative solutions successfully to accomplish tasks ahead of target. The employee is extremely adaptable in adjusting to, and resolving, new, unusual, difficult or complex situations or problems in order to successfully accomplish program objectives. The employees performance and contributions are of such a high level that they produce a significant and positive impact on the performance of others and the operations or reputation of the work unit.

#### **Exceeds Expectations**

This level signifies that the results achieved are clearly beyond what could be reasonably expected.

### **Fully Successful**

This level signifies the employees performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.

#### Minimally Satisfactory

This level signifies that there is a significant performance-related problem(s) although the performance has not reached unsatisfactory in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume or quality within established timeframes; exhibits limited sense of personal responsibility and accountability in work assignments; experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to Fully Successful.

#### Unsatisfactory

This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employees position. When performance is rated at this level, a performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to Fully Successful

#### **Determining Summary Performance Ratings**

Apply the following process to determine the summary performance rating level for the year:

#### Outstanding

For a summary performance rating of Outstanding, the majority of the Critical Elements are rated Outstanding and none of the Critical Elements are rated lower than Exceeds Expectations.

#### **Exceeds Expectations**

For a summary performance rating of Exceeds Expectations, the majority of the Critical Elements are rated Exceeds Expectations and none of the Critical Elements are rated lower than Fully Successful.

#### Fully Successful

For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, and none of the Critical Elements are rated lower than Fully Successful.

#### **Minimally Satisfactory**

For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory and none of the Critical Elements are rated Unsatisfactory.

#### Unsatisfactory

For a summary rating of Unsatisfactory, one or more Critical Elements are rated unacceptable (Unsatisfactory).

	Performance Apprais formance Plan and St		
Employee Name: Tara	Martich	Title, Series, Grade: 04	108 GS-13
Performance Period:	01/01/2008 - 09/30/2008	Organizational Location	
My supervisor and I have	NING CRITICAL ELEMENT  e discussed the critical elements have been cle	ents that I will be rated aga	inst during the course of
Employee's Si	ignature and Date	Supervisor's Si	gnature and Date
Regional Strategic Plan, as also describes seven Crosspecifically define the linka (including administrative, fi appropriate to link each CE functions not captured by tenabling and support functions	rtant that critical elements (CE:s appropriate. The Plan contains-Goal Strategies. If you link a ge. If your duties include the pnancial or legal support function to a Strategy, rather than to a he seven Cross-Goal Strategies to a supports the outcomes	ns five long-term, results-base CE to a Goal, then use the re performance of cross-Agency ons, or information manageme in environmental Goal. For mes, use the alternative linkage	ed environmental goals. It elevant objective(s) to more or cross-media work ent) then it may be more anagement and support statement: This work is an
SECTION 2. PROGR			
Baylin ulkar up	Mid Year Review (Required)	PARS Changes during Performance Cycle*	"Other" Review (Optional)
Supervisor's Initials and Date	Tho 5/1/08	none	
	cussed my performance for this per 6 document if changes were made.		standards and measures.
Employee's Initials and Date	* TM 5/108	27	
SECTION 3. END OF Y	EAR RATING		
Summary Outstanding Exceeds Expectations Fully Successful *See facing page for det		Learning and My supervisor and I have di for the year and an Individua is attached  Ves - electro	al Development Plan (IDP).  is not attached
My supervisor and I ha	ave discussed my perform s and measures. My supe		
Supervisor's S	Signature and Date		gnature and Date
6	0 10/8/1	08.	

#### Performance Standards

# Performance Standards and Measures

Outstanding: Delivers exceptional work products and/or services and outcomes that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and are of rare, high quality. Completed work demonstrates exceptionally thorough research and analysis. Work shows that different approaches or strategies are considered and that those selected best fit the needs and capacity of the Region or the Agency. Employee's efforts achieve organizational objectives that would not otherwise be achieved. Works extremely well without close supervision or guidance, consistently recognizing what has to be done and accomplishing it without additional direction. Both quality and

quantity of work consistently reflect superior technical competence. The employee works well with individuals or in groups and handles even the most difficult situations in a highly effective manner. Consistently plans and organizes assignments and workloads in a way that avoids unnecessary conflicts. Adjusts quickly and easily to changing priorities. Consistently communicates/responds to a variety of individuals/groups using new approaches that enhance the understanding of the Agency's policies and programs and improve the reputation of the Agency or at least create a better perspective. Provides written materials that are consistently well received by a variety of individuals/groups, demonstrate exceptionally thorough research and analysis and increase the understanding of the Agency's policies and programs.

Exceeds Expectations: Demonstrates unusually good performance in critical areas. Exhibits sustained support of Agency's mission; strategic goals; programs and policy objectives; and annual performance plans and budget priorities. Often exceeds customer expectations. Shows a comprehensive understanding of the objectives of the job, and the methods for meeting them. Effective planning improves the quality of management practices, operating procedures, task assignments and/or program activities. Develops and/or implements workable and cost-effective approaches to meet organizational goals. Demonstrates ability to get the job done well in more than one way, while handling difficult and unanticipated problems. Produces high quality work, often ahead of established schedules, and with less than normal supervision.

Fully Successful: Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/ responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and programs. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with subordinates, peers and superiors.

Minimally Satisfactory: Performance shows serious deficiencies that require correction. Work frequently needs revision or adjustments to meet a successful level. All assignments are completed, but often require assistance from supervisor and/or peers. Organizational goals and objectives are met only as a result of close supervision. On one or more occasions, important work requires unusually close supervision to meet organizational goals or needs so much revision that deadlines were missed or imperiled. Shows a lack of awareness of policy implications or assignments; inappropriate or incomplete use of programs or services; circumvention of established procedures, resulting in unnecessary expenditure of time or money; reluctance to accept responsibility; disorganization in carrying out assignments; incomplete understanding of one or more important areas of the field of work; unreliable methods for completing assignments; lack of clarity in writing and speaking; and/or failure to promote team spirit.

Unsatisfactory: Majority of work frequently fails to meet expectations and is unacceptable. Produces unsatisfactory quality and/or quantity of work. Written and oral communications are frequently ambiguous and misunderstood. Frequently fails to follow guidance and procedures successfully. Work is performed in a disorganized fashion and presentations are received poorly. Routinely needs help in deciding what is important and should be done next. Frequently unable to complete one task before becoming distracted by another. Plans and organizes assignments and routine workloads in such a way as to cause conflicts. Fails to accurately distinguish between the critical, the important and the routine aspects of the job, resulting in energies and efforts being directed to the wrong activities. Unable or unwilling to adjust to changing priorities and/or deal adequately with the unexpected. Requires close and frequent supervision.

#### EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008

CJE1: Conducts timely and appropriate enforcement actions.

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship

Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

an increase in complying actions taken during inspections;

FAX NO. 2065530165

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Employee Name: Tara	Martich	Title, Series, Grade: 04	10B GS-13
Performance Period:	01/01/2008 - 09/30/2008	Organizational Location Compliance Unit	n: OCE, NPDES
ECTION 1. DETERMIN	NING CRITICAL ELEMEN	TS AND SETTING STANDA	ADS
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Employee's Si	gnature and Date	/ / :	gnature and Date
ndividual being rated is a: 🔲	Supervisor Menager	☐ Team Leader ⊠ Employee	0
including administrative, fi	reacial or least support funci	performance of cross-Agency	nt) then it may be more
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functions not captured by the sale of the captured by the capt	he seven Cross-Goal Strateg fon that supports the outcom ESS REVIEW(S) Mid Year Review	an environmental Goal. For m jies, use the alternative linkage es of all five of the Agencys sin PARS Changes liuring	anagement and support statement: This work is an stepic goals.  "Other" Raview
Supervisor's Initials and Date  My supervisor and I have dist " Listed changes to the PARS	he seven Cross-Goal Strategion that supports the outcom IESS REVIEW(S)  Wid Year Review (Required)  Slipe  Suased my performance for this is document if changes were man	an environmental Goal. For m ples, use the alternative linkage es of all five of the Agencys sin  PARS Changes liuring Performance Cycle*  NONE  period in relation to my performance	enagement and support statement: This work is an stepic goals.  POther" Review (Optional)
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Employee Name: Tare		Title, Series, Grade: 0	MOR GS-19
	01/01/2008 - 09/30/2008	Organizational Location	on: OCE, NPDES
SECTION 1. DETERMI	NING CRITICAL ELEMENT	S AND SETTING STAND	ARDS
My supervisor and I have this rating period, and the	e discussed the critical elem ose elements have been cla	ents that I will be rated agreed with m	ainst during the course of
Employee's S	gnature and Date	Supervisor's S	ignature and Date
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Inclividual being rated is a:	Supervisor	Team Leader Employee	/
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		DADO Observed de la	
		PARS Changes during Performance Cycle*	"Other" Review (Optional)
Supervisor's Initials and Date		Original Section	(Optional)
My supervisor and I have disc: ™ Listed changes to the PARS	assed my performance for this perk document if changes were made.	od in relation to my performence	standards and measures.
Employes's Initials and Date		47	2
SECTION 3. END OF YE		5	
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My supervisor and I hav performance standards	e discussed my performa and measures. My superv	nce for the calendar year	in relation to my
	mature and Date		nature and Date

an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; an increase in the percent of enforcement actions requiring improvement of environmental management practices.

and NPDES Compliance Unit Plan 2004-2007

#### Additional performance standards and measures:

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

#### Detailed description of outcomes and outputs:

Conducts analysis and prepares supporting documentation to clearly identify alleged violations, associated elements of proof and supporting evidence. Technical and regulatory evaluations and documentation are factually correct, comport to Agency policies and guidance and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Recommends appropriate formal enforcement follow-up in accordance with Agency policies and guidelines. Develops enforcement cases as assigned. Serves as the technical/regulatory member of the case team. Follows regional procedures for preparing and routing enforcement documents and packages (e.g., NOVs, complaints, referrals, compliance orders), for concurrence, signature and mailing. Prepares and implements communication plan (to ensure appropriate internal and external communication (i.e., OECA Weekly Report), including coordination of news releases with press office. Responsible for preparing all technical and program support documents sufficient to support the recommended course of action. Develops or obtains engineering, scientific or regulatory analysis to evaluate nature and extent of non-compliance. Applies Agency policies to identify appropriate gravity an economic benefit elements for penalty assessments and adjustments and appropriateness and credit for Supplemental Environmental Projects. Ensures coordination with all affected offices are organizations (e.g., ORC, CID, and DOJ). Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Reporting for national or regional data bases and tracking (e.g., Case Conclusion Data Sheets) is completed in a timely fashion with complete information, per Regional guidance and standard operating procedures.

Assumptions (if applicable): Also see employee's individual work plan for 2006. Performance Narrative:

Supervisor's Notes:\*

\*Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory . Rating:

Outstanding 

Exceeds Expectations 
Fully Successful Minimally Satisfactory Unsatisfactory

CJE2: Conducts non-inspection compliance monitoring and conducts inspections

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship
Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and

Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

an increase in complying actions taken during inspections;

-an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
-an increase in the percent of enforcement actions requiring improvement of environmental management practices.

and NPDES Compliance Unit Plan 2004-2007

#### Additional performance standards and measures:

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

Detailed description of outcomes and outputs:

Non-inspection Compliance Monitoring: Reviews and evaluates records, notifications, documents, respondent submittals, national or regional databases (QNCR, Watch List, Match List), self-disclosure notices and other information to determine compliance with regulations, permits, orders or decrees. Determines if the technical or regulatory compliance requirements are met or if additional environmental or process controls/actions are necessary. Reviews and coordinates work as appropriate with ORC/CID. Recommends or conducts appropriate compliance follow-up and prepares post-evaluation correspondence (e.g., warning letters, post-inspection letters, requests for information, notices of violation). Follows-up and monitors respondents return to compliance. Compliance evaluation and assessment documents are factually correct and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Tracks compliance with terms of enforcement settlements or decrees; initiates appropriate follow-up action for any noncompliance with the terms of settlement.

Conducting Inspections: Time and resources are efficiently used to plan and conduct quality inspections.

Quality inspections are the result of appropriate research, careful inter-office communications and planning.

Coordination with programs, other inspectors, and other appropriate organizations are completed in a timely lashion. Inspections are conducted in a thorough, professional manner. Site conditions and compliance status are properly documented in accordance with methods outlined in Regional guidance and standard operating procedures. Detailed information, documentation and samples are collected to support findings. Compliance assistance and pollution prevention referrals and reference materials are provided on site when available and appropriate. Completed Inspection Reports are timely, clear, concise and adequately document the information from the inspections; meet the Regional guidance and standard operating procedures and are able to support appropriate enforcement actions. Inspection Conclusion Data Sheets and are completed in a timely fashion with complete information per Regional guidance and standard operating procedures.

Assumptions (if app	licable): Also see employee's individual work plan for 2006 🖇
Performance Narrative	
Supervisor's Notes: *	
* Written highlights are	required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory .
Rating:	- H
Outstanding	Exceeds Expectations A Fully Successful

CJE3:	EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008  Seafood Sector, Oil and Gas Sector Lead Back-up
Strateg	ic Plan elements supported by this CJE:
Objectiv Enforce and enfo	or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship re(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and ment—identify, correct, and deter non-compliance and improve environmental risks through monitoring procement by achieving:  ease in complying actions taken during inspections;
-an incre -an incre practice	ease in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated ease in the percent of enforcement actions requiring improvement of environmental management s.
	DES Compliance Unit Plan 2004-2007
Addition	al performance standards and measures :
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Detailed	description of outcomes and outputs:
Underst projects and con 10, HQ, decisior including to insperient Regional	sible for employing a variety of tools to ensure NPDES compliance for the assigned sector(s). ands and advocates for Agency's position, philosophy, policies procedures, contacts, responsibilities. Effectively communicates program's progress, projects, needs (which may include contract dollars stract management) and issues to management. Develops relationships internally and externally (e.g. states, public) and convenes appropriate stakeholders for fact gathering, information sharing, and n-making. Represents the Region on national work groups where appropriate. Leads program planning inspection planning, tracking and reporting (PCS, ICIS and ACS). Is aware of state PPA and PPG ments within the assigned sector(s) area and coordinates sector work accordingly. Provides assistant actors during inspection preparations as requested. Reviews and comments on draft NPDES permits permit language is enforceable. Ensures enforcement responses are consistent with Agency and all strategy and policy, or if not, are justified given site specific information.
	otions (if applicable): Also see employee's individual work plan for 2006.
	ance Narrative:
i i	or 's Notes: * highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory
Rating:	anding X Exceeds Expectations Fully Successful Minimally Satisfactory Unsatisfactory
*3	
	EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008
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Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement-identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving: an increase in complying actions taken during inspections: an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; an increase in the percent of enforcement actions requiring improvement of environmental management practices. and NPDES Compliance Unit Plan 2004-2007 Additional performance standards and measures: Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors. Detailed description of outcomes and outputs: Serves as the key contact for the NPDES Compliance Program in the State of Alaska. Responds to questions from the general public and the State. Manages compliant response. Represents the Region to a wide range of stakeholders on NPDES Compliance in Alaska. Participates in PPA/PPG development and status meetings. Understands and advocates for Agency's position, philosophy, policies (i.e. the annual National Program Guidance (NMP), Credentials Policy), procedures, contacts. Assists the State in developing program capabilities. Tracks PPA/PPG commitments and reports out periodically the status of both EPA and State commitments for NPDES Compliance related tasks. Identifies lasks/areas where work share agreements may be developed, as resources allow, to assist the state in meeting the NMP expectations. Active member on the Alaska NPDES Program Primacy Team. Provides timely review of State documents from a compliance perspective. Ensures effective team participation; secures input and support form management as appropriate. Assumptions (if applicable): Also see employee's individual work plan for 2006. Performance Narrative: Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory . Outstanding Exceeds Expectations Fully Successful Minimally Satisfactory Unsatisfactory EPA Performance Plan for Tara Martich 01/01/2008 - 09/30/2008 CJE5: Promotes cooperation, teamwork and effectiveness of the unit, office and agency through personal accountability and leadership Strategic Plan elements supported by this CJE: Region 10 Leadership Philosophy

#### Additional performance standards and measures:

Detailed description of outcomes and outputs: Displays leadership in accomplishing organizational goals consistent with Region 10's Vision and Mission. Employee takes personal accountability for their actions in

bromoting cooperative, professional working relationships and a positive work environment. Employee works collaboratively with others to achieve common goals or solve problems. Oral and written communications are clear and concise. Employee participates in giving and receiving constructive feedback. Employee raises difficult issues constructively. Employee actively participates in unit and office meetings and retreats. Manages, resolves and uses conflict resolution skills to improve effectiveness of meetings/decision making process and in the work place as a whole. Employee is receptive and participates in continual improvement for the work process and, where appropriate, the personal and professional growth of self and others. Employee keeps manager and co-workers informed of priority issues including status of current and future work assignments. Secures formal or informal peer review as appropriate on work products and work decisions. The leadership in these areas that the employee uses increases the effectiveness and efficiency of the assigned work and contributes to meeting the goals of the program and office. Assumptions (if applicable): Performance Narrative: Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory , or Unsatisfactory . X Exceeds Expectations Fully Successful Minimally Satisfactory Unsatisfactory Outstanding



# EPA Performance Appraisal and Recognition System Performance Plan Coversheet

-C PRO15	
Employee Name: Tara Martich	Title, Series, Grade: 0408 GS-13
Performance Period: 01/01/2007 - 12/31/2007	Organizational Location: OCE, NPDES Compliance Unit

#### **PRIVACY ACT STATEMENT**

The maintenance of this information is governed by Privacy Act system of records OPM/GOVT-2. The authority for the maintenance of this system is 5 U.S.C. 1104, 3321, 4305, and 5405, and Executive Order 12107. This information is required. Not providing this information may hinder the Agencys ability to process personnel actions concerning you. This information is used to define the critical elements, performance standards, and performance measures directly related to your job. It will be used to document your mid-year review, any other reviews, and your end of year rating. The information may also be used in connection with selection for and publication of cash and honor awards; other personnel actions based on performance such as training and development decisions; the hiring or retention of an individual or the issuance of other benefits; relevant judicial or administrative proceedings; law enforcement purposes; personnel research or survey purposes; and negotiated grievance procedures. Disclosure may also be made to the MSPB, the EEOC, and other Federal agencies for purposes authorized by law; to a Congressional office at your request; and to officials of labor organizations when relevant and necessary to their duties as exclusive representatives of Federal employees. This is a summary of the routine uses for these records. For a full description of this system notice, including routine uses, see 65 FR 24737 (Apr. 27, 2000).

Do Not Remove this Coversheet until the Entire Form Is Placed in the Employee Performance File in the Servicing Human Resources Office.



# EPA Performance Appraisal and Recognition System Performance Plan and Summary Appraisal Package

# **Definitions of Summary Rating Levels**

#### Outstanding

This level is reserved for the truly exemplary employee who demonstrates the highest degree of achievement in his/her area(s) of work. This employee demonstrates an extraordinary degree of initiative and self-reliance in identifying and resolving problems or requirements of the work situation, and in developing, recommending or executing innovative solutions successfully to accomplish tasks ahead of target. The employee is extremely adaptable in adjusting to, and resolving, new, unusual, difficult or complex situations or problems in order to successfully accomplish program objectives. The employees performance and contributions are of such a high level that they produce a significant and positive impact on the performance of others and the operations or reputation of the work unit.

#### **Exceeds Expectations**

This level signifies that the results achieved are clearly beyond what could be reasonably expected.

#### **Fully Successful**

This level signifies the employees performance results achieved are those that can be reasonably expected of any employee on the job in order to fully and adequately achieve assigned responsibilities.

#### Minimally Satisfactory

This level signifies that there is a significant performance-related problem(s) although the performance has not reached unsatisfactory in any Critical Element. The employee demonstrates limited ability in producing work of acceptable volume or quality within established timeframes; exhibits limited sense of personal responsibility and accountability in work assignments; experiences difficulty in addressing new or unusual work situations under normal pressure; or requires frequent guidance and assistance from supervisor or others. When performance is rated at this level, informal assistance in the form of a Performance Assistance Plan (PAP) must be provided to the employee to help improve his/her performance to Fully Successful.

#### Unsatisfactory

This level signifies the performance of the employee consistently fails to meet the established performance standards in one or more critical elements of the employees position. When performance is rated at this level, a performance Improvement Plan (PIP) must be implemented to help the employee improve his/her performance to Fully Successful

# **Determining Summary Performance Ratings**

Apply the following process to determine the summary performance rating level for the year:

### Outstanding

For a summary performance rating of Outstanding, the majority of the Critical Elements are rated Outstanding and none of the Critical Elements are rated lower than Exceeds Expectations.

#### **Exceeds Expectations**

For a summary performance rating of Exceeds Expectations, the majority of the Critical Elements are rated Exceeds Expectations and none of the Critical Elements are rated lower than Fully Successful.

#### **Fully Successful**

For a summary performance rating of Fully Successful, the majority of the Critical Elements are rated Fully Successful, **and** none of the Critical Elements are rated lower than Fully Successful.

#### Minimally Satisfactory

For a summary rating of Minimally Satisfactory, one or more Critical Elements are rated Minimally Satisfactory and none of the Critical Elements are rated Unsatisfactory.

#### Unsatisfactory

For a summary rating of Unsatisfactory, one or more Critical Elements are rated unacceptable (Unsatisfactory).

	Performance Appraisiormance Plan and So		
Employee Name: Tara	Martich	Title, Series, Grade: 0	408 GS-13
Performance Period:	01/01/2007 - 12/31/2007	Organizational Locatio	n: OCE, NPDES
SECTION 1. DETERMIN	ING CRITICAL ELEMENT	S AND SETTING STAND	ARDS
this rating period, and the	discussed the critical elemose elements have been cle	ents that I will be rated aga early communicated with m	ainst during the course of e.
Employee's Sig	gnature and Date	Supervisor's Si	gnature and Date
Individual being rated is a: 5	Supervisor Manager	Team Leader Employee	
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Employee's Signature and Date

Supervisor's Signature and Date

# Performance Standards and Measures

Outstanding: Delivers exceptional work products and/or services and outcomes that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and are of rare, high quality. Completed work demonstrates exceptionally thorough research and analysis. Work shows that different approaches or strategies are considered and that those selected best fit the needs and capacity of the Region or the Agency. Employee's efforts achieve organizational objectives that would not otherwise be achieved. Works extremely well without close supervision or guidance, consistently recognizing what has to be done and accomplishing it without additional direction. Both quality and

quantity of work consistently reflect superior technical competence. The employee works well with individuals or in groups and handles even the most difficult situations in a highly effective manner. Consistently plans and organizes assignments and workloads in a way that avoids unnecessary conflicts. Adjusts quickly and easily to changing priorities. Consistently communicates/responds to a variety of individuals/groups using new approaches that enhance the understanding of the Agency's policies and programs and improve the reputation of the Agency or at least create a better perspective. Provides written materials that are consistently well received by a variety of individuals/groups, demonstrate exceptionally thorough research and analysis and increase the understanding of the Agency's policies and programs.

Exceeds Expectations: Demonstrates unusually good performance in critical areas. Exhibits sustained support of Agency's mission; strategic goals; programs and policy objectives; and annual performance plans and budget priorities. Often exceeds customer expectations. Shows a comprehensive understanding of the objectives of the job, and the methods for meeting them. Effective planning improves the quality of management practices, operating procedures, task assignments and/or program activities. Develops and/or implements workable and cost-effective approaches to meet organizational goals. Demonstrates ability to get the job done well in more than one way, while handling difficult and unanticipated problems. Produces high quality work, often ahead of established schedules, and with less than normal supervision.

Fully Successful: Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/ responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and programs. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with subordinates, peers and superiors.

Minimally Satisfactory: Performance shows serious deficiencies that require correction. Work frequently needs revision or adjustments to meet a successful level. All assignments are completed, but often require assistance from supervisor and/or peers. Organizational goals and objectives are met only as a result of close supervision. On one or more occasions, important work requires unusually close supervision to meet organizational goals or needs so much revision that deadlines were missed or imperiled. Shows a lack of awareness of policy implications or assignments; inappropriate or incomplete use of programs or services; circumvention of established procedures, resulting in unnecessary expenditure of time or money; reluctance to accept responsibility; disorganization in carrying out assignments; incomplete understanding of one or more important areas of the field of work; unreliable methods for completing assignments; lack of clarity in writing and speaking; and/or failure to promote team spirit.

Unsatisfactory: Majority of work frequently fails to meet expectations and is unacceptable. Produces unsatisfactory quality and/or quantity of work. Written and oral communications are frequently ambiguous and misunderstood. Frequently fails to follow guidance and procedures successfully. Work is performed in a disorganized fashion and presentations are received poorly. Routinely needs help in deciding what is important and should be done next. Frequently unable to complete one task before becoming distracted by another. Plans and organizes assignments and routine workloads in such a way as to cause conflicts. Fails to accurately distinguish between the critical, the important and the routine aspects of the job, resulting in energies and efforts being directed to the wrong activities. Unable or unwilling to adjust to changing priorities and/or deal adequately with the unexpected. Requires close and frequent supervision.

## EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007

CJE1: Conducts timely and appropriate enforcement actions.

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship
Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and
Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring
and enforcement by achieving:

an increase in complying actions taken during inspections;

EPA

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Per	formance Plan and S	isal and Recognition Summary Appraisal Po	System ackage
Employee Name: Tara		Title, Series, Grade: 0	408 GS-13
Performance Period:		Compliance Unit	20
My supervisor and I have this rating period, and the	discussed the critical eler	TS AND SETTING STAND ments that I will be rated agreed agreed with ments communicated with ments and supervisor's Supervisor's Standard St	ainst duting the course of
Regional Strategic Plan, as also describes seven Cross specifically define the linker (including administrative, fir appropriate to link each CE functions not captured by the	tant that critical elements (Clappropriate. The Plan conta-Goal Strategies. If you link ge. If your duties include the nancial or legal support function a Strategy, rather than to be seven Cross-Goal Strategion that supports the outcome ESS REVIEW(S)	Team Leader Employee  Es) be linked to the Agency Strains five long-term, results-base a CE to a Goal, then use the reperformance of cross-Agency ons, or information managemes an environmental Goal. For mas, use the alternative linkage as of all five of the Agencys strains of the Agencys strains.	ed environmental goals, it elevant objective(e) to more or cross-media work ent) then it may be more sanagement and support statement. This work is an atepic goals.  "Other" Review
Supervisor's initials and Date	(Required)	Performance Cycle*	(Optional)
My supervisor and I have disc: "Listed changes to the PARS Employee's Initials and Date SECTION 3, END OF Y	document if changes were made	briod in relation to my performance	standards and measures.
Summary F	lating Levels* i Minimally Satisfactory J Unsatisfactory	Learning and My supervisor and I have different the year and an Individue is attached	d Development scussed my training needs al Development Plan (IDP). is not attached
My supervisor and I hav performance standards	e discussed my perform and measures. My supe	nance for the calendar yea ervisor has informed me o	r in relation to my if my rating of record.
W TV TV	Queture and Date	Employee's Sig	gnature and Date which 2/21/08

-an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; -an increase in the percent of enforcement actions requiring improvement of environmental management practices.

and NPDES Compliance Unit Plan 2004-2007

#### Additional performance standards and measures:

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

#### Detailed description of outcomes and outputs:

Conducts analysis and prepares supporting documentation to clearly identify alleged violations, associated elements of proof and supporting evidence. Technical and regulatory evaluations and documentation are factually correct, comport to Agency policies and guidance and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Recommends appropriate formal enforcement follow-up in accordance with Agency policies and guidelines. Develops enforcement cases as assigned. Serves as the lechnical/regulatory member of the case team. Follows regional procedures for preparing and routing enforcement documents and packages (e.g., NOVs, complaints, referrals, compliance orders), for concurrence, signature and mailing. Prepares and implements communication plan (to ensure appropriate internal and external communication (i.e., OECA Weekly Report), including coordination of news releases with press office. Responsible for preparing all technical and program support documents sufficient to support the recommended course of action. Develops or obtains engineering, scientific or regulatory analysis to evaluate nature and extent of non-compliance. Applies Agency policies to identify appropriate gravity an economic benefit elements for penalty assessments and adjustments and appropriateness and credit for Supplemental Environmental Projects. Ensures coordination with all affected offices are organizations (e.g., ORC, CID, and DOJ). Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Reporting for national or regional data bases and tracking (e.g., Case Conclusion Data Sheets) is completed in a timely fashion with complete information, per Regional guidance and standard operating procedures.

Assumptions (if applicable): Also see employee's individual work plan for 2006.

Performance Narrative:

Supervisor's Notes: \*

\* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

Outstanding

Exceeds Expectations

Fully Successful

Minimally Satisfactory

Unsatisfactory

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	<b>EPA Performance Plan for</b>	Tara Martich 01/01/2007 - 12/31/2007	

CJE2: Conducts non-inspection compliance monitoring and conducts inspections

Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship
Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and

Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving:

an increase in complying actions taken during inspections;

-an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated;
-an increase in the percent of enforcement actions requiring improvement of environmental management practices.

and NPDES Compliance Unit Plan 2004-2007

#### Additional performance standards and measures:

Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors.

# Detailed description of outcomes and outputs:

Non-inspection Compliance Monitoring: Reviews and evaluates records, notifications, documents, respondent submittals, national or regional databases (QNCR, Watch List, Match List), self-disclosure notices and other information to determine compliance with regulations, permits, orders or decrees. Determines if the technical or regulatory compliance requirements are met or if additional environmental or process controls/actions are necessary. Reviews and coordinates work as appropriate with ORC/CID. Recommends or conducts appropriate compliance follow-up and prepares post-evaluation correspondence (e.g., warning letters, post-inspection letters, requests for information, notices of violation). Follows-up and monitors respondents return to compliance. Compliance evaluation and assessment documents are factually correct and reflect sufficient analysis and regulatory interpretation to support effective decision-making. Reporting of activities to regional or national data or tracking systems is accurate, complete and timely. Tracks compliance with terms of enforcement settlements or decrees; initiates appropriate follow-up action for any noncompliance with the terms of settlement.

Conducting Inspections: Time and resources are efficiently used to plan and conduct quality inspections.

Quality inspections are the result of appropriate research, careful inter-office communications and planning.

Coordination with programs, other inspectors, and other appropriate organizations are completed in a timely fashion. Inspections are conducted in a thorough, professional manner. Site conditions and compliance status are properly documented in accordance with methods outlined in Regional guidance and standard operating procedures. Detailed information, documentation and samples are collected to support findings. Compliance assistance and pollution prevention referrals and reference materials are provided on site when available and appropriate. Completed Inspection Reports are timely, clear, concise and adequately document the information from the inspections; meet the Regional guidance and standard operating procedures and are able to support appropriate enforcement actions. Inspection Conclusion Data Sheets and are completed in a timely fashion with complete information per Regional guidance and standard operating procedures.

Assumptions (if a	pplicable): Also see employee's individual w	ork plan for 2006
Performance Narra	tive:	Application of the state of the
Supervisor's Notes	• •	
Dapor vidor a riotes	•	
- 000		standing . Minimally Satisfactory, or Unsatisfactory
- 000		standing, Minimally Satisfactory, or Unsatisfactory

# EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007 CJE3: Seafood Sector, Oil and Gas Sector Lead Back-up Strategic Plan elements supported by this CJE: Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving: an increase in complying actions taken during inspections: an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated; an increase in the percent of enforcement actions requiring improvement of environmental management and NPDES Compliance Unit Plan 2004-2007 Additional performance standards and measures: Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise, accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors. Detailed description of outcomes and outputs: Responsible for employing a variety of tools to ensure NPDES compliance for the assigned sector(s). Understands and advocates for Agency's position, philosophy, policies procedures, contacts, responsibilities, projects. Effectively communicates program's progress, projects, needs (which may include contract dollars and contract management) and issues to management. Develops relationships internally and externally (e.g. R 10, HQ, states, public) and convenes appropriate stakeholders for fact gathering, information sharing, and decision-making. Represents the Region on national work groups where appropriate. Leads program planning. including inspection planning, tracking and reporting (PCS, ICIS and ACS). Is aware of state PPA and PPG commitments within the assigned sector(s) area and coordinates sector work accordingly. Provides assistance to inspectors during inspection preparations as requested. Reviews and comments on draft NPDES permits to ensure permit language is enforceable. Ensures enforcement responses are consistent with Agency and Regional strategy and policy, or if not, are justified given site specific information. Assumptions (if applicable): Also see employee's individual work plan for 2006. Performance Narrative: Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding , Minimally Satisfactory, or Unsatisfactory. Rating: Outstanding Exceeds Expectations Fully Successful Minimally Satisfactory Unsatisfactory EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007 CJE4: Alaska NPDES Compliance Program Contact Strategic Plan elements supported by this CJE:

Goal(s) or Cross-Goal Strategy: Goal 5 - Compliance & Env. Stewardship Objective(s)/Sub-Objectives (if applicable): Obj 5.1 - Improve Compliance; Sub-obj 5.1.3: Monitoring and Enforcement--identify, correct, and deter non-compliance and improve environmental risks through monitoring and enforcement by achieving: an increase in complying actions taken during inspections; an increase in the percent of enforcement actions requiring that pollutants be reduced, treated, or eliminated: an increase in the percent of enforcement actions requiring improvement of environmental management practices. and NPDES Compliance Unit Plan 2004-2007 Additional performance standards and measures: Delivers quality products and/or services that support the Agency's mission, strategic goals, programs and policy objectives, and/or annual performance plans and budget priorities and that meet customer expectations. Organizes and sets priorities for routine work. Completes quality (and set volume of) work within required time frames that complies with established policies and procedures. Communicates/responds clearly, professionally and timely, effectively and accurately representing the organization by keeping abreast of Agency policies and program. Produces written materials that are grammatically correct, clear, concise. accurate and thoroughly researched, reflecting Agency policy and integrated appropriately with other Agency offices. Develops and implements solutions to problems and offers suggestions for improvements independently and acceptably without supervisory intervention within delegated authority of job responsibility. Works effectively with peers and superiors. Detailed description of outcomes and outputs: Serves as the key contact for the NPDES Compliance Program in the State of Alaska. Responds to questions from the general public and the State. Manages compliant response. Represents the Region to a wide range of stakeholders on NPDES Compliance in Alaska. Participates in PPA/PPG development and status meetings. Understands and advocates for Agency's position, philosophy, policies (i.e. the annual National Program Guidance (NMP), Credentials Policy), procedures, contacts. Assists the State in developing program capabilities. Tracks PPA/PPG commitments and reports out periodically the status of both EPA and State commitments for NPDES Compliance related tasks. Identifies tasks/areas where work share agreements may be developed, as resources allow, to assist the state in meeting the NMP expectations. Active member on the Alaska NPDES Program Primacy Team. Provides timely review of State documents from a compliance perspective. Ensures effective team participation; secures input and support form management as appropriate. Assumptions (if applicable): Also see employee's individual work plan for 2006. Performance Narrative:

Supervisor's Notes: \*

Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory.

Rating:

Outstanding

Exceeds Expectations Fully Successful

Minimally Satisfactory Unsatisfactory

# EPA Performance Plan for Tara Martich 01/01/2007 - 12/31/2007

CJE5: Promotes cooperation, teamwork and effectiveness of the unit, office and agency through personal accountability and leadership

Strategic Plan elements supported by this CJE: Region 10 Leadership Philosophy

### Additional performance standards and measures:

Detailed description of outcomes and outputs: Displays leadership in accomplishing organizational goals consistent with Region 10's Vision and Mission. Employee takes personal accountability for their actions in promoting cooperative, professional working relationships and a positive work environment. Employee works collaboratively with others to achieve common goals or solve problems. Oral and written communications are clear and concise. Employee participates in giving and receiving constructive feedback. Employee raises difficult issues constructively. Employee actively participates in unit and office meetings and retreats. Manages, resolves and uses conflict resolution skills to improve effectiveness of meetings/decision making process and in the work place as a whole. Employee is receptive and participates in continual improvement for the work process and, where appropriate, the personal and professional growth of self and others. Employee keeps manager and co-workers informed of priority issues including status of current and future work assignments. Secures formal or informal peer review as appropriate on work products and work decisions. The leadership in these areas that the employee uses increases the effectiveness and efficiency of the assigned work and contributes to meeting the goals of the program and office. Assumptions (if applicable): Performance Narrative: Supervisor's Notes: \* Written highlights are required to support an element rating of Outstanding, Minimally Satisfactory, or Unsatisfactory. Qutstanding Exceeds Expectations Fully Successful Minimally Satisfactory Unsatisfactory